

# Admission Criteria and Schedule

For the academic session 2025-26

- Age Limit** : **For Pre-School :**  
**03** years+ as on 31<sup>st</sup> March 2025 but less than 4 years  
(Children born between 01-04-2021 and 31-03-2022)  
**For Pre-Primary:**  
**04** years+ as on 31<sup>st</sup> March 2025 but less than 5 years  
(Children born between 01-04-2020 and 31-03-2021)  
**For Class I:**  
**05** years+ as on 31<sup>st</sup> March 2025 but less than 6 years  
(Children born between 01-04-2019 and 31-03-2020)  
The age relaxation for admission of upto 30 days may be granted in the minimum and upper age limit for these classes through a manual application addressed to the Principal.
- Total number of seats** : **For Pre-School : 80**  
**For Pre-Primary : Only Limited Seats**  
**For Class I : Only Limited Seats**
- Reserved for EWS / Disadvantaged Group** : 25%

CRITERIA FOR ADMISSION FOR GENERAL CATEGORY SEATS AS PER DoE NORMS

1.	Neighbourhood (Distance from School)			
	Category I	0-6 kms	70 points	70
	Category II	Beyond 6 kms	60 points	
2.	Sibling			20
3.	Alumni Ward			10
		Total		100

**Mode of issuance of Registration Form** : Online & By Hand

**Mode of submission of Registration Form** : Online & By Hand \*

**DOCUMENTS REQUIRED FOR VERIFICATION AT THE TIME OF ADMISSION (IN ORIGINAL)**

- Two recent Passport size photograph of the child
- Original Date of Birth Certificate
- For Residence Proof : (Any one of the following)
  - Ration Card/Smart Card issued in the name of Parents (Mother/Father having name of child)
  - Domicile certificate of child or of his/her parents.
  - Voter I-card (EPIC) of any of the parents.
  - Electricity bill / MTNL telephone bill / Water bill / Passport in the name of any of the parents or child.
  - Aadhaar Card/UID card issued in the name of any of the parents.

\* In case of Online submission, a printed copy of the submitted form along with self attested copy of documents and the photographs to be submitted at the school reception at the time of admission.

**Selection Process :**

Candidates will be selected after allocation of points as per the criteria mentioned above and documentary evidences attached with the registration form.

**Admission Schedule:**

- |   |                                |                              |
|---|--------------------------------|------------------------------|
| 1. Commencement of admission process and availability of forms  | 28.11.2024                     | (Thursday)                   |
| 2. Last date of submission of application forms in Schools  | 20.12.2024                     | (Friday)                     |
| 3. Uploading details of children who applied to the school for admission under Open Seats   | 03.01.2025                     | (Friday)                     |
| 4. Uploading marks (as per point system) given to each of the children who applied for admission under open seats                                       | 10.01.2025                     | (Friday)                     |
| 5. The date for displaying the <b>first list</b> of selected children (including waiting list) (along with marks allotted under point system)           | 17.01.2025                     | (Friday)                     |
| 6. Resolution of queries of parents if any (by written / email / verbal interaction) regarding allotment of points to their wards in the first list.    | 18.01.2025<br>to<br>27.01.2025 | (Saturday)<br><br>(Monday)   |
| 7. The date for displaying the <b>second list</b> of selected children (if any) (including waiting list) (along with marks allotted under point system) | 03.02.2025                     | (Monday)                     |
| 8. Resolution of queries of parents if any (by written / email / verbal interaction) regarding allotment of points to their wards in the second list.   | 05.02.2025<br>to<br>11.02.2025 | (Wednesday)<br><br>(Tuesday) |
| 9. Subsequent list of admission if any  | 26.02.2025                     | (Wednesday)                  |
| 10. Closure of admission process  | 14.03.2025                     | (Friday)                     |